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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

Index:  
Administration  
General

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 10.3

Ordering the Movement of Commodities

I General

A. Field Office Responsibility

Effective November 1, 1945, the Field Offices of the Shipping and Storage Branch shall be responsible for ordering the movement of commodities in accordance with program plans furnished by the Storage Division, Washington. Tentative program plans shall be furnished to the field offices not later than the 5th of each month, to be supplemented as the programs develop. Specific instructions shall be given to the field offices by the Storage Division covering movement of commodities to meet these program plans.

B. Blocks of Ticket Numbers

Each field office shall be furnished blocks of ticket numbers. The field office shall maintain a ticket control system in accordance with Paragraph III-A of Shipping and Storage Branch Memorandum No. 71.1 (Revised), "Issuance and Control of Order Ticket Numbers". If a ticket is cancelled before the master ditto is reproduced, the word "Cancelled" shall be written across the face of the ticket and the ticket reproduced and distributed in the usual manner. If the ticket has been dittoed, it will be necessary to prepare a "Ticket Correction-Cancellation Memorandum", Form CCC-289, in order to effect cancellation. No ticket number shall be re-used.

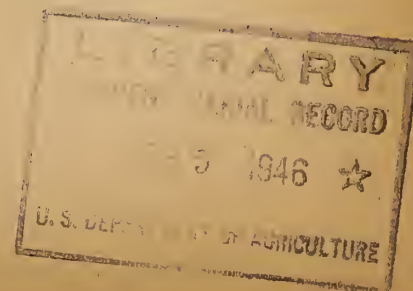
C. Assignment of Ticket Numbers

Each field office shall be responsible for assigning individual ticket numbers to cover the movement or transfer of one commodity from one consignor to one consignee. Exception can be made when purchases of miscellaneous small items are made from one vendor for delivery to one destination, where the issuance of individual tickets for each commodity would be impracticable.

This does not apply to Section 32 shipments which shall be handled in accordance with Shipping and Storage Branch Memorandum No. 39.2.

Distribution Codes "A" and "B"

October 29, 1945



## II Overall Planning

### A. Washington Planning

#### 1. Program Management Division

As of the 20th of each month each field office shall furnish the Storage Division, Washington with a report of availability of commodities within the jurisdiction of the field office. (See Shipping and Storage Branch Memorandum No. 35.2, entitled "Regional Inventory of Commodities" as amended by teletype October 18, 1945).

The Program Management Division shall then develop a schedule for shipping commodities by program and by port of export where possible, for the second month following receipt of the report. The Program Management Division shall send this schedule to the Storage Division not later than the first of the month immediately following receipt of the inventory report upon which the schedule is based.

#### 2. Storage Division

Storage Division shall be responsible for planning the location of commodities in such a way as to assure their availability for movement to the appropriate outport in accordance with Program Management Division schedules. Storage Division shall plan the disposition of commodities due for delivery at vendors' plants during the next month. They shall select the field offices under which such commodities are to be stored and shall inform the field offices of these plans not later than the 5th of each month, as follows:

- a. The field office of origin shall be informed as to quantities, in net pounds, of vendor commodities to be stored under that field office and each of the other field offices involved in the storage of that commodity.
- b. The field office of destination shall be informed as to quantities, in net pounds, of vendor commodities to be shipped into their jurisdiction for storage from other field offices. In submitting this information, it shall also be the responsibility of the Storage Division to give the destination field office the breakdown of each commodity by field office of origin.

- c. In those instances when abstracts are received in the Storage Division which call for delivery during the current or the succeeding month, the Storage Division shall determine the disposition to be made of the commodity on the basis of Program Management Division plans. If Storage Division has filled all program requirements presented to them, it shall consult Program Management Division to determine the general location in which the commodity is to be stored to meet possible program requirements. When a determination has been made, the field office of origin shall be immediately informed. Should the plan require movement into territory of another field office, the field office of destination shall be similarly informed.

## B. Field Planning

### 1. Field Office of Origin

- a. On the basis of plans from the Storage Division, Washington, the field office of origin shall develop plans for movement of commodities which will be ready for shipment from vendors' plants and shall make arrangements for storing that portion of vendor commodities which will be retained in their territory.
- b. Field office of origin shall be responsible for policing vendors to see that they meet delivery dates under Washington and field purchase contracts. (Shipping and Storage Branch Memorandum No. 41.2, "Undelivered Purchase Contracts").

### 2. Field Office of Destination

On the basis of plans from the Storage Division, Washington, the field office of destination shall develop plans for the storage of vendor commodities coming into their jurisdiction.

## III Vendor Availability

### A. Vendor Commodities to be Stored under the Field Office of Origin

1. The field office of origin shall allocate storage space for commodities originating and to be stored within the jurisdiction of the field office. The field office of origin shall prepare order tickets and issue shipping instructions in accordance with established procedure.



2. The field office of origin shall reproduce the number of copies of the master vendor ticket needed in the field and send the master vendor ticket to the Shipping Division, Washington, for duplication of tickets in accordance with the procedure for preparation and distribution of tickets.

E. Vendor Commodities to be Stored Outside the Territory of the Field Office

1. On vendor commodities which become available for delivery and which are to be stored in the jurisdiction of another field office, the field office of origin shall request the field office of destination (as indicated in Washington Storage Division plans) for the name and address of the warehouse in which the commodities are to be stored. The message shall be teletyped and shall include the following information in exact order, with each item numbered as indicated:

Heading of Message: Request for Storage Space

1. Vendor
  2. Contract No.
  3. Commodity
  4. Point of origin
  5. Ticket number
  6. Number of cars
  7. Number of units; size of container and type of package
  8. Total net weight
  9. Date of availability and number of cars that can be loaded daily.
2. The field office of destination, upon receipt of the teletype request for storage space from the field office of origin, shall assign storage space and send a teletype to the field office of origin.

The teletype shall refer to the message from the field office of origin requesting storage space, and give the following information:

Heading of Message: Storage allocation on \_\_\_\_\_ (Commodity)  
\_\_\_\_\_ (message no.) \_\_\_\_\_ (date) \_\_\_\_\_ (name of sender).

1. Name and location of warehouse in which vendor commodities are to be stored.
2. Name of delivering carrier
3. A statement as to whether reciprocal switching between carriers is in effect and, if so, the names of such carriers.

This teletype shall be sent by the field office of destination within 48 hours after receipt of the teletype from the field office of origin requesting storage space.

3. Upon receipt of name and location of warehouse from the field office of destination, the field office of origin shall immediately prepare the order ticket and issue shipping instructions in accordance with the established procedure.

#### IV Warehouse Availability Between Field Offices

##### A. Determination of New Outlet

1. A field office may find that it has a commodity in storage for which it does not have a program requirement. When such a determination is made, the field office shall notify the Storage Division, giving the commodity, quantity, present location, lot number(s), and the condition of the commodity. The Storage Division, on the basis of overall plans, shall advise the field office as to what disposition shall be made of the commodity. If the Storage Division does not know of an immediate need, it shall consult Program Management Division. It is the responsibility of the Program Management Division to make a determination as to the disposition to be made of the commodity.
2. If the commodity is to be shipped to another field office, the Storage Division shall instruct the field office in which the commodity is located to contact a specific field office of destination for an allocation of storage space. The field office of origin shall request the field office of destination for the name and address of the warehouse in which the commodities are to be stored. The message shall be teletyped and shall include the following information in exact order, with each item numbered as indicated:

Heading of Message: Request for Storage Space Per WA \_\_\_\_\_  
(message no., date, unit head and sender of teletype from Storage Division authorizing requests.)

1. Shipper
2. Contract number
3. Commodity
4. Point of origin
5. Ticket number

6. Number of cars
  7. Number of units; size of container and type of package
  8. Total net weight
  9. Date of availability and number of cars that can be loaded daily
3. There may be instances when the Storage Division will determine that warehouse stocks will be needed in a field office other than that in which they are presently located. On such occasions the Storage Division will request the field office of origin to initiate the foregoing action.
4. The field office of destination, upon receipt of the teletype request for storage space from the field office of origin, shall assign storage space, and send a teletype to the field office of origin.

The teletype shall refer to the message from the field office of origin requesting storage space, and give the following information:

Heading of Message: Storage Allocation on \_\_\_\_\_ (commodity)  
\_\_\_\_\_ (message no.) \_\_\_\_\_ (date) \_\_\_\_\_ (name of sender)

1. Name and location of warehouse in which commodity is to be stored.
2. Name of delivering carrier.
3. A statement as to whether reciprocal switching between carriers is in effect and, if so, the names of such carriers.

This teletype shall be sent by the field office of destination within 48 hours after receipt of the teletype from field office of origin requesting storage space.

B. Movement to Field Office of Destination

1. Upon receipt of name and location of warehouse from the field office of destination, the field office of origin shall immediately prepare the order ticket and issue shipping instructions in accordance with the established procedure.

Movement to Program

A. General

1. Program Management Division

The Program Management Division shall confer with the Storage Division in Washington to determine the immediate availability



of commodities for program needs. When commodities are available, Program Management Division shall submit a Request for Delivery, Form CCC-140, in triplicate to the Shipping Division which will add the delivering carrier to this form and retain one copy. The original and one copy will then be forwarded to the Storage Division.

## 2. Storage Division

On the basis of this form, the Storage Division shall request the appropriate field office(s) to select a source of supply, i.e., vendors' plant or warehouse, from which commodities can be moved to fill the order for commodities on Form CCC-140. The Storage Division shall teletype the field office(s) of origin and the field office of destination, the following information in exact order, with each item numbered as indicated:

The message to the field office of origin shall be headed:

Request for Source of Supply

The message to the field office of destination shall be headed:

Program Shipments into the jurisdiction of the  
\_\_\_\_\_(name)\_\_\_\_\_ field office

1. Requisition number
2. FAS number; vessel name or number, if available
3. Commodity
4. Net pounds and gross tons
5. Name and address of consignee
6. Port of export
7. Delivering carrier
8. Delivery date at destination
9. Size of containers and type of package
10. Marking instructions
11. Order symbol

Before sending this request to the originating field office, the Storage Division shall make a tentative posting to the master commodity control to reduce the inventory.

## 3. Shipping and Storage Field Office Originating Shipment

On the basis of its inventory records and prior experience with shippers, the Shipping and Storage Field Office Originating Shipment shall select source(s) of supply, prepare warehouse or vendor ticket(s), distribute order ticket(s), and issue shipping instructions, as soon as possible, in accordance with established procedure.

It is the policy of the Shipping and Storage Branch that each field office ship to program the oldest stocks in inventory. Strict adherence to this policy will result in proper stock turnover and will reduce the possibility of quality deterioration.

On shipments to program, the originating field office shall transmit via teletype a daily summary of the orders placed against each FAS number. The summary shall include, by ticket number, the point of origin, net weight, number of cars ordered, complete route and port destination. This daily summary shall be addressed to:

Chief, Storage Division, Washington, D. C.  
and copies shall be sent to:

Chief, Program Management Division, Washington, D. C.  
Chief, Shipping Division, Washington, D. C.  
Chief, Inventory Accounting Section, Fiscal Branch,  
Washington, D. C.

B. When the Shipper Cannot Meet the Program Delivery Date

When the shipper cannot ship in time to make a delivery by the required date, the field office of origin shall prepare a Ticket Cancellation-Correction Memorandum for the original ticket. This shall be prepared in accordance with the procedure outlined in Shipping and Storage Branch Memorandum No. 40.3.

1. When the Field Office of Origin can Furnish a New Source of Supply

When the field office of origin has knowledge of another shipper who can make delivery at the required time, the field office of origin shall prepare Vendor or Warehouse ticket(s), distribute the order ticket(s), and issue shipping instructions in accordance with established procedure.

2. When the Field Office of Origin Cannot Furnish a New Source of Supply

If the field office of origin is unable to furnish a new source of supply, it shall immediately so notify the Storage Division by teletype, in order that steps may be taken to secure the commodity from another field office, or to arrange for the substitution of another commodity.

Cancellation or Adjustment of FAS Number

A. Notice to Storage Division

Immediately upon cancellation of an FAS number, or an adjustment in the quantity thereof, the Program Management Division shall notify the Storage Division.

B. Notice to Field Office

1. The Storage Division shall immediately teletype a notice of the cancellation or adjustment to the field offices concerned. If any commodities have been moved to program on such FAS number, the Storage Division shall furnish instructions to the field office as to the disposition of such commodities.
2. Both the Storage Division and the field office shall adjust the inventory records to show cancellation of the FAS number or the adjustment in the quantity thereof.

*H.O. Warlick, Col. G.S.C.*

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Director, Shipping and Storage Branch

